

Facilitators Design Symposium

Delivered Via Zoom Over Two Half Days: February 22 & March 15, 2021 1pm-5pm EST

As a facilitator, you own the meeting process design – a set of deliberately sequenced activities intended to lead to achieving an outcome(s). Yet one of the most challenging skills for a developing facilitator is learning which process tools or activities to use for a particular meeting and in what order. How do you create a natural flow to the dialogue, build trust and fully leverage the expertise in the room?



In this two X half-day workshop participants will explore the critical elements of great meeting design and expand their “toolkits” by learning and working with highly engaging, proven process tools and techniques. Based on class needs, we will delve into problem solving, consultative feedback, ideation or decision-making processes that can be applied in your very next meeting. This workshop has been designed to utilize a curated collection of some of our favorite techniques!

Please note: Participants must have completed the two-day Facilitating Meetings with Ease (or comparable program) to attend.

The Learning Opportunity:

- Gain a deeper understanding of how to effectively scope out and prepare for highly collaborative group meetings
- Learn the core elements of great meeting design
- Expand your personal facilitator’s toolkit with clarity around which tool to use in a variety of different meetings
- Receive coaching and feedback from Master Facilitator and *Meeting Doctor*, Michael Goldman, focusing on your real, upcoming meeting designs

Workshop Agenda:

Module One (Half Day) – Scoping, Prep and Critical Process Design Principles

By the end of this Module, participants will have better knowledge as to:

- Scoping best practices, critical questions and a virtual pre-meeting checklist
- Essential process design elements including P.O.P., timing, scripting, bridging, co-facilitation best practices and when to use virtual engagement features
- How to minimize Client/Chair/Key Stakeholder interference
- How to lead selected meeting processes which may include: team alignment, problem solving, consultative feedback, ideation and/or decision-making best practices

Practicum: Participants will have two weeks to submit a scoping document and meeting design for an upcoming decision-making meeting

Module Two: (half day) – Structuring the Meeting

- Tools Review Exercise: take an in-depth look at Facilitation First’s highly successful, practical process designs for meeting situations most relevant to the group
- Coaching Symposium: participants will come to class with a “real” meeting design for an upcoming meeting and two-three will be selected for the coaching symposium where Michael and the group will review and enhance, applying tools and techniques reviewed
- All meeting process design elements will be shared amongst the group, adding to your personal toolkit

Facilitating Virtual Meetings With Ease

Workshop Details



For almost 25 years, Facilitation First has been top of mind for those seeking training in process facilitation. Our Facilitating Meetings with Ease workshop has been honed by Ingrid Bens, author of the national bestselling books 'Facilitating with Ease' and 'Facilitation at a Glance!'. With thousands of participants rating the course an average 4.5 out of 5, we provide an experiential workshop that equips learners with simple yet powerful tools that they can apply in their next meeting.

What You'll Receive

You leave our workshop with the tools you need to combat wasted meeting resources. You get access to online customizable templates, a digital manual filled with meeting designs and intervention techniques, and the personal feedback and coaching from participants and the trainer. Our certified trainers are 'facilitators first,' who bring their real-world experience to the classroom.

Dates: February 22 & March 15, 2021

Location: Online via Zoom

Times: 1:00pm – 5:00 pm EST

Fee: \$795 + HST

Trainer: Michael Goldman

To Register: E-mail info@facilitationfirst.com

What Some of our Clients Are Saying...

"Every time you have facilitated a session for my members, it has been a milestone in the advancement of my program. Your guidance, skill for working through difficult issues, and your energy has been invaluable. I look forward to the next time!"

Mary Cianchetti, President, Standards at CSA Group

"What a great bloke to work with, Mike can take the most skeptical person with regard to facilitation and make them into a total convert. Mike started working with me at MAAWG when we needed to make significant change to some very important parts of our ideas incubation processes, and it paid massive dividends. Many of the members of MAAWG have taken away significant learnings on how to facilitate large group meetings. I would work with Mike any time, he cannot be recommended highly enough"

Michael O'Reirdan, Chairman Emeritus, Messaging Malware and Mobile Anti-Abuse Working Group (MAAWG)



About Your Trainer: Michael Goldman

Michael is a passionate advocate of facilitative leadership – combining powerful processes to acknowledge and leverage individual/group intelligence to achieve extraordinary results! This belief is based on over 25 years' experience in applying facilitative techniques where, in short periods of time, transformational events have occurred. Michael has and continues to compile these techniques in developing core and advanced facilitation training workshops.

Over the past 20+ years he has trained thousands of managers and leaders on these core techniques helping them to design and lead more collaborative and productive meetings. Michael's experiential facilitation workshops guide individuals and teams to collaborate more effectively to achieve outcomes by using simple yet powerful participatory tools.